

February 2004

**CONSTITUTION**  
Of the  
**HEALTH SERVICES AUXILIARY**  
Madigan Army Medical Center

**ARTICLE 1- NAME AND AUTHORITY**

**Section 1:** The name of this organization shall be the Health Services Auxiliary, hereinafter referred to as the Auxiliary. The principal place of operation of the Auxiliary shall be Madigan Army Medical Center (herein referred to as MAMC), Fort Lewis, Washington.

**Section 2:** The Auxiliary is established as a Private Organization under the provisions of DOD Instruction (DODI) 1000.15 and its supplements, and it exists on the military installation at the discretion of, and written consent granted by the Commanding General (CG) of Western Regional Medical Command (WRMC) and Madigan Army Medical Center (MAMC). This consent is contingent upon the following requirements and conditions.

- a) Programs and activities conducted shall not prejudice or discredit the military service or other agencies of the United States Government.
- b) Activities shall not be conducted in the name of the Installation or any organization of the Army establishment.
- c) Neither the Army nor a non-appropriated fund, as defined in DODI 1000.15, and its supplements shall assert claim to the assets of the Auxiliary, nor shall the Army or any non-appropriated fund incur any obligation on behalf of, or assume any of, the obligations of the Auxiliary.
- d) The auxiliary shall not engage in activities which are in conflict with non-appropriated and appropriated fund activities as defined in DODI 1000.15.
- e) The nature and authorized function of the Auxiliary, together with provisions for proper disposition of residual assets and liabilities upon dissolution, shall be established in the Constitution and Bylaws.
- f) The Auxiliary shall be a self-sustaining, nongovernmental organization or association and receive no support, assistance, or facilities from the Army or non-appropriated fund as defined in DODI 1000.15.
- g) The Commanding General of Western Regional Medical Command and Madigan Army Medical Center, has the authority to enforce compliance by the Auxiliary with the conditions enumerated herein, to inquire into their activities and to withdraw his/her consent for its existence on the installation if deemed necessary to further the interest of the Government.
- h) The Auxiliary shall be constituted, established, and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Government. The Auxiliary is not established or operated pursuant to authority vested in the Army or any official of the Army.

## ARTICLE 2- PURPOSE

**Section 1:** The Auxiliary shall be a private organization and act primarily as an auxiliary to MAMC.

**Section 2:** The Auxiliary shall voluntarily provide financial and philanthropic support and assistance to the Madigan Army Medical Center and other US Army medical command units of Fort Lewis, with at least 70% of the Welfare requests granted to these units, 30% which in turn supports I Corps and Fort Lewis in it's entirety, upon request. If in a given funding year there are remaining funds after all obligations have been met, then the Welfare committee will make recommendations to the General Board for the remaining funds.

**Section 3:** The Auxiliary shall promote fellowship and camaraderie among its members.

**Section 4:** the Auxiliary Board must approve voluntary support to the surrounding civilian and military communities.

## ARTICLE 3-JURISDICTION

**Section 1:** This Auxiliary shall abide by DODI 1000.15 and by policies designated in writing by the CG WRMC and MAMC, as permitted in exception to Fort Lewis Regulation 210-14.

**Section 2:** A current copy of the Constitution, Bylaws, and Army Regulations herein referenced must be on file in the office of the CG WRMC and MAMC, Directorate of Community Activities (DCA), and with the Auxiliary Recording Secretary and Parliamentarian.

**Section 3:** Each General Board member must have a current copy of the Constitution and Bylaws. A copy of the Constitution and Bylaws shall be made available to each member of the Auxiliary upon request.

**Section 4:** All business of the Auxiliary Board shall be conducted in a regular or called meeting. In case of emergency actions, the Recording Secretary shall submit a written record of the telephone or email vote for inclusion in the minutes.

## ARTICLE 4-PARLIAMENTARY AUTHORITY

**Section 1:** The Auxiliary shall be administered in accordance with the Constitution and Bylaws of the Health Services Auxiliary and other applicable directives under the supervision of the Executive Board and General Board. Unless otherwise provided herein, all business shall be conducted in accordance with **Robert's Rules of Order, Newly Revised.**

**Section 2:** The incoming President with the approval of the General Board shall appoint The Parliamentarian. The Parliamentarian shall serve without vote.

## **ARTICLE 5-MEMBERSHIP**

**Section 1:** Membership shall be on a voluntary basis and shall consist of three classes: General, Joint and Honorary.

- a) No person because of race, color, creed, sex, age, disability or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination.
- b) The Joint Ethics Regulation (JER), DOD 5500-7-R, governs membership drives.

**Section 2: General Membership.** General members shall have all privileges of voting at the general meeting, and the right to hold an elected or appointed office. They may participate in all social, cultural and welfare activities. General members shall pay annual membership dues in an amount determined annually by the Auxiliary Board. General membership shall be available to:

- a) **Spouses, family members, age 18 or over, and individuals serving as active duty or reserve component service members, DA civilians or contract support staff.**
- b) **Retired or spouses of retired who served in the United States Armed Forces.**
- c) **The widows/widowers of those who served in the United States Armed Forces.**

**Section 3: Joint Membership.** Joint membership shall be available to the active members of the Officers Spouses Club of Fort Lewis (OSCFL) and the Enlisted Spouses Club of Fort Lewis (ESCFL). Joint members shall enjoy all privileges of general members and shall pay annual dues.

**Section 4: Honorary Membership.** The spouse of the Commanding General of I Corps and Fort Lewis, the spouse of the Commanding General of Western Regional Medical Command and Madigan Army Medical Center, and all spouses of past Western Regional Medical Command and/or spouses of Madigan Army Medical Center Commanding Generals and/or spouses of Commanders shall be invited to be honorary members. The spouse of the Deputy Commanding General and Chief of Staff of I Corps, the spouse of the Deputy Commanding General for Training Readiness for I Corps and the spouse of the Corps Command Sergeant Major and the spouse of the Western Regional Medical Command and Madigan Army Medical Center Command Sergeant Major, shall be

invited to be honorary members. Honorary members may be general members by paying dues and shall be entitled to vote in election of officers by secret ballot and constitution and bylaws changes by secret ballot. Honorary members shall not hold elected or appointed office or general board appointed chair positions; and are not required to pay annual dues.

## **ARTICLE 6-MEETINGS, QUORUMS**

### **Section 1: General Membership Meetings.**

- a) Regular meeting of the General Membership shall be held from September through May.
- b) Special meetings of the General Membership for the purpose of conducting business may be called by the President with the concurrence of two-thirds (2/3) of the voting members of the Auxiliary General Board.
- c) Any active member may seek to have a special meeting called by submitting such a proposal to the President and should that fail, by direct petition to the Executive Board, which shall then consider the matter and approve the request with two-thirds (2/3) of the members of the Executive Board concurring.

### **Section 2: General Board Meetings.**

- a) The Auxiliary General Board shall meet at least once monthly or as designated by the President.
- b) Special meetings of the Auxiliary Executive Board or the Auxiliary General Board may be called at the discretion of the President.
- c) Any member in good standing may attend Auxiliary General Board Meetings but shall not vote.
- d) A quorum of the Auxiliary General Board shall consist of fifty (50) percent of the voting members.

## **ARTICLE 7- EXECUTIVE BOARD AND GENERAL BOARD MEMBERS**

**Section 1:** The Executive Board of the Auxiliary shall consist of the following. The Senior Honorary Advisors, Honorary Advisors and the following elected or appointed officer positions: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The Parliamentarian, appointed by the President, with the approval Auxiliary General Board does not vote. Elected and appointed members shall hold office for a term of one year.

**Section 2:** The spouses of the Commanding General I Corps and Fort Lewis and the Western Regional Medical Command and Madigan Army Medical Center, and the spouses of the DENTAC and Western Region Veterinary Command, and the spouse of the Command Sergeant Major of the Western Regional Medical Command and Madigan

Army Medical Center shall serve in an advisory capacity to the Auxiliary General Board, and shall not vote at Auxiliary General Board Meetings.

**Section 3:** The Auxiliary General board shall consist of the two Senior Honorary Advisors and the three Honorary Advisors, elected Officers and appointed committee chairs and community liaisons; who shall manage the Auxiliary in accordance with the Constitution and Bylaws.

**Section 4: Removal of Officers**

- a) Officers may be removed for cause from their elected positions. A member may request removal of any officer of the Auxiliary. The Request for Removal shall be made in writing to the President. If the Request for Removal is for removal of the President, then the Request for Removal shall be made in writing to the vice-president.
- b) The Request for Removal shall describe with particularity the reason(s) for the Request for Removal. The Request shall be countersigned by at least one Executive Board Member. The President shall send copies of the Request for Removal and any supporting documents to each Executive Board Member and to the office being considered for removal. The copies shall be sent in a timely manner.
- c) The President shall call an emergency meeting of the Executive Board members no more than ten (10) days from the date of the receipt of the Request for Removal.
- d) The Executive Board shall have the power to recommend the removal of an officer providing two-thirds (2/3) of the voting members of the Executive Board are present. A majority of the quorum of the Executive Board shall be required to recommend removal.
- e) Upon recommendation of removal by the Executive Board, the Membership shall be sent a notice setting the time of a meeting to be held within fourteen (14) days of the date of the recommendation of removal by the Executive Board. Removal shall require a simple majority of the general members present at the meeting. NO quorum shall be required.
- f) The officer considered for removal shall have the right to be present for all formal meetings and to speak and present evidence on his/her behalf. Additionally, there shall be an opportunity for full discussion of any and all issues surrounding the Request for Removal.
- g) The voting shall be by secret ballot and the ballots shall be prepared and counted by the Corresponding Secretary. The ballots shall be counted prior to the adjournment of the meeting and the Corresponding Secretary shall inform the board members of the results.
- h) The Corresponding Secretary shall officially inform the Officer of his/her removal in writing.

- i) The President shall designate a replacement, with approval of the General Board to serve the balance of the term left vacant by the removal of the officer.

### **Section 5: Removal of Appointed Voting Board/Non-Voting Board Members**

- a) Voting Board or Non-Voting Representatives may be removed for cause from their appointed positions. A member may request removal of any officer of the Auxiliary. The Request for Removal shall be made in writing to the President.
- b) The Request for Removal shall describe with particularity the reason(s) for the Request for Removal. The Request shall be countersigned by at least one Executive Board member. The President shall send copies of the Request for Removal and any supporting documents to each Executive Board member and to the person being considered for removal. The copies shall be sent in a timely manner.
- c) The President shall call an emergency meeting of the Executive Board members no more than ten days from the date of the receipt of the Request for Removal.
- d) The Executive Board shall have the power to remove a Voting Board Member/Non-Voting Board Representative providing two thirds (2/3) of the voting members of the Executive Board are present. A majority of the quorum of the Executive board shall be required to recommend removal.
- e) The person considered for removal shall have the right to be present for all formal meetings and to speak and present evidence on his/her behalf. Additionally, there shall be an opportunity for full discussion of any and all issues surrounding the Request for Removal.
- f) The Corresponding Secretary shall officially inform the person of his/her removal in writing.
- g) The President shall designate a replacement, with approval by the General Board to serve the balance of the term left vacant by the removal of the Committee Chair/Community Liaison.

## **ARTICLE 8- NOMINATION AND ELECTION OF OFFICERS**

**Section 1:** The President, with Auxiliary General Board approval, shall appoint the Nominating Committee and a Chairman. The President, Senior Advisors and Advisors shall not serve on the Nominating Committee.

### **Section 2:**

- a) The nominating committee shall consist of an uneven member, a minimum of three and a maximum of seven. It shall reflect the diversity of the membership.

- b) Each nominee must be a general member in good standing.
- c) The names of the proposed slate of officers will be announced to the Auxiliary General Board at the December or January board meeting and to the general membership in February (via newsletter).
- d) Nominations may be made from the floor at the (Annual) General Membership meeting, (known as the Basket Auction), provided consent from the eligible nominee has been obtained and documented.
- e) **Voting shall be held at the (Annual) General Membership meeting, known as the Basket Auction. Elected officers shall be installed and assume office at the May Installation Luncheon, a General Membership meeting.**

## ARTICLE 9-FINANCES

**Section 1:** The revenue necessary to pursue the objectives described in Article 2 shall be derived from dues paid by the general and joint membership and from the revenue-producing activities entered into by the Auxiliary when required, approved and conducted under the guidance and supervision of the Auxiliary General Board. All revenue-producing activities occurring outside of Madigan Army Medical Center shall have prior approval of the DCA of Fort Lewis, Washington. The Joint Ethics Regulation (JER) DOD 5500.7-R governs these activities.

**Section 2:** In the event the Operating Fund is insufficient to meet the Auxiliary's operating requirements, up to, but not to exceed, twenty (20) percent of funds then held for welfare purposes may be used for operational needs.

**Section 3:** The Auxiliary is a nonprofit organization and has a Federal Tax Identification number #23-7428518 which shall appear on all accounts.

**Section 4:** The President and Treasurer have the authority to conduct the banking business of the Auxiliary.

**Section 5:** No member may obligate the Auxiliary financially or for volunteer service without prior approval of the Auxiliary Board.

**Section 6:** **The Treasurer's books shall be audited 30 days following the close of the term of office. The books shall then be turned over to the incoming Treasurer. This service shall be performed by three (3) non-board members of Health Services Auxiliary, or by a Certified Public Accountant. If the Auxiliary General Board chooses to have three (3) members of the Auxiliary perform the audit, they may meet together as one, or perform the audit separately and provide their results independently of one another. There is a standard audit form provided by Private Organization department located on Fort Lewis which can be used for this service. Said form also exists in Treasurer's documentation. Treasurer shall surrender all**

**support documentation to complete this process. There shall be an external audit by a Certified Public Accountant every two years.**

**Section 7:** The Auxiliary General Board shall expressly approve all expenditures essential for the operation of the Auxiliary and shall ensure that all disbursements are within the purpose for which the Auxiliary was established.

**Section 8:** The Auxiliary General Board shall not incur any financial obligations which extend beyond its term of office with the exception of pre-financed, ongoing fundraisers.

**Section 9:** In no event shall the United States Government be held liable in fact or in spirit for any indebtedness incurred by the Auxiliary.

### **ARTICLE 10-RECORDS**

The Recording Secretary shall maintain a historical file consisting of the following permanent records:

- a) Original Constitution with all current revisions.
- b) DODI 1000.15, FL 210-14
- c) Exception to Ft. Lewis Regulation 210-14
- d) Original Bylaws with all current revisions
- e) Minutes and financial statements for the previous three (3) years.
- f) A current list of members.

### **ARTICLE 11- PROPERTY**

The property of the Auxiliary shall consist of such articles as may properly come into its possession. The Corresponding Secretary shall account for the property in accordance with sound business practices using DODI 1000.15 as a guide, a written inventory of property will be provided for board members.

### **Article 12-ADMENDMENTS AND ADOPTION**

**Section 1:** The Constitution and Bylaws may be amended or repealed by a two-thirds (2/3) vote of the quorum of the general membership ( the 2/3 of those eligible, who voted) at any regular or special meeting, and by mail in ballot.

**Section 2:** The above action must have the approval of the Auxiliary General Board and have a fifteen (15) day prior notice to the general membership.

**Section 3:** Amendments to the Constitution and Bylaws or adoption of a new Constitution and Bylaws shall become effective after review and comment by the office of the Fort Lewis DCA and then upon the approval of the Commanding General of



Western Regional Medical Command and Madigan Army Medical Center or his/her designee, in compliance with Exception to Ft. Lewis Regulation 210-14.

**Section 4:** This Constitution and Bylaws shall then supersede all previous constitutions and amendments.

**Section 5:** This Constitution and Bylaws was approved by the general membership on February 21, 2004.

### **ARTICLE 13-PROCUDURES UPON DISSOLUTION OF THE AUXILIARY**

Upon dissolution of the Auxiliary by two-thirds (2/3) vote of the quorum (2/3 of those eligible who voted) general membership, without any provision to meet again in the future, the funds of the Auxiliary, all residual assets and properties (after payment of all liabilities) shall be disposed of in a manner consistent with Article 2 and so determined by a two-thirds (2/3) vote of the Auxiliary General Board members or in accordance with DODI 1000.15. If liabilities exceed assets, each member shall be assessed his/her pro rate share for the remaining debt after assets have been liquidated and applied toward liabilities.

February 2004

**BYLAWS  
HEALTH SERVICES AUXILIARY  
MADIGAN ARMY MEDICAL CENTER**

**ARTICLE 1-PURPOSE**

Bylaws provide for the operating policies of the current Auxiliary General Board. The Auxiliary's General Board will adopt these policies during the first three Auxiliary Board meetings of the new year.

**Section 1**

Madigan Army Medical Center (MAMC) Health Services Auxiliary (hereinafter referred to as the Auxiliary) will use the protocol invitation list provided by the Protocol Office of Madigan Army Medical Center.

**Section 2**

Members of the Auxiliary General Board will not assume any position on any other board or on any other committee for any other military community organization without the permission of the Auxiliary Executive Board.

**Section 3**

Payments for guests at any Auxiliary function will have prior approval of the Auxiliary General Board.

**Section 4**

Special gifts will be given only with prior approval of the Auxiliary General Board.

**Section 5**

Membership dues must be paid prior to or at the second attended function.

**Section 6**

The sum of 10% of the net profits (the amount remaining after expenses are paid from gross receipts) will remain in the operating fund of the treasurer at the close of the board year to provide for the operating expenses of the incoming board.

**Article 2-DUTIES OF HONORARIES**

**Section 1- Senior Honorary Advisors and Honorary Advisors**

The Senior Honorary Advisors and Honorary Advisors shall normally attend General Membership, Special, and Executive Board and General Board meetings and provide

appropriate guidance in all matters pertaining to the Auxiliary. The Senior Honorary Advisors and the Honorary Advisors will be asked to serve on the Constitution and Bylaws Review Committee and the Budget Committee. A Senior Honorary Advisor shall be asked to serve on the Welfare Committee.

## **ARTICLE 3-DUTIES OF OFFICERS**

**Section 1-** Any general member of Health Services Auxiliary who wishes to run for position of President, Vice President, Treasurer, Recording Secretary, or Corresponding Secretary, must be a Staff Sergeant (E-6), or a spouse of an Staff Sergeant (E-6) or higher, or DA civilian equivalent.

### **Section 2- President**

The President will preside at the Auxiliary General Membership meeting and the General Board Meeting and Executive Board meeting, and will be a member (ex-officio) of all committees except the Nominating committee. The President will, with the Treasurer, sign all contracts and obligations authorized by the Auxiliary Board. The President will appoint all of the voting board/chairmen and non-voting board/representatives unless otherwise indicated, with the approval of the General Board. The President will vote only in case of a tie, in General Board meetings. The President is the second signatory on checks written for \$500.00 or more authorized by the Auxiliary General Board. The President is a member of the Executive Board and the General Board. The President shall be bonded, and she will serve on the Constitution and Bylaw Review Committee and the Budget Committee.

### **Section 3- Vice President**

The Vice President will assist the President and perform the duties of the President in her absence. The Vice President is responsible for arranging monthly programs and staying within its designated yearly budget. Proposed programs for the year will be presented to the Auxiliary Board no later than August. The Vice President will introduce the programs at the monthly meetings. The Vice President will assume the duties of the office of President should that office be vacated. The Executive Board will then appoint a successor to this office as prescribed by Section 8 of this Article. The Vice President will be responsible for adding the President's name to the HSA plaque and purchasing a gift for the outgoing President, not to exceed \$50.00. The Vice President is a member of the Executive Board and the General Board. The Vice President will serve on the Constitution and Bylaw Review Committee and the Budget Committee.

### **Section 4- Recording Secretary**

The Recording Secretary will keep a record of all Auxiliary business conducted at the monthly meetings. The Recording Secretary will keep a record of the minutes of the Auxiliary General Board meetings, along with the financial statement for the information of the general membership. One copy of the minutes and the financial statement for the period ending the last day of the month will be forwarded monthly to the CG WRMC and MAMC and Fort Lewis DPCA. The Recording Secretary will be responsible for

administering any addendum to the minutes to be read at the next scheduled Auxiliary Board meeting. The Recording Secretary is responsible for maintaining the permanent file as designated in the Constitution, Article 10, and Section 1. The Recording Secretary will maintain a file consisting of newsletters and related publicity for the previous three years. The Recording Secretary is a member of the Executive Board and the General Board. The Recording Secretary will serve on the Constitution and Bylaw Review Committee.

#### **Section 5- Corresponding Secretary**

The Corresponding Secretary will conduct all correspondence of the Auxiliary, to include thank you letters. The Corresponding Secretary will make arrangements for and notify Auxiliary Board members of the time and place of board meetings, and issue notices of all other meetings. The Corresponding Secretary will write and distribute any formal invitations, using the Madigan Protocol Office list, as mentioned in Article 1, section 1 of these Bylaws. The Corresponding Secretary will conduct an Auxiliary properties inventory per Article 11 of the Constitution. The Corresponding Secretary may designate a committee to assist her in this duty. The Corresponding Secretary will deliver to her successor all correspondence of a current nature. The Corresponding Secretary will assume the duties of the Recording Secretary in her absence. The Corresponding Secretary is a member of the Executive Board and the General Board. The Corresponding Secretary shall arrange for the meeting site and on site childcare for Auxiliary General Board meetings.

#### **Section 6- Treasurer**

The Treasurer will keep an itemized account of all receipts, disbursements, and all supporting vouchers and records. The Treasurer will collect all accounts receivable, such as dues and any other funds accrued by the various committees. The Treasurer will disburse the Auxiliary's funds as may be directed by the Auxiliary General Board each month. The Treasurer will provide the members of the Auxiliary General Board with a copy of the monthly financial report. The records of account will be open to inspection by the general members of the Auxiliary. Two signatures are required for any business transaction or disbursements of \$500.00 or more authorized by the Auxiliary General Board. The Treasurer will be the first signatory, the President the second signatory. The Treasurer will arrange for the annual audit of the accounts to be completed by **May 30** of the year he/she has served as Treasurer. In this same connection, an audit will be made at any time a new Treasurer assumes the duties as Treasurer between regular elections. The Treasurer shall be responsible for preparing the returns as necessary. The Treasurer shall be responsible for paying for any and all childcare used by the Auxiliary General Board members for official functions. The Treasurer shall be bonded and is responsible for securing adequate insurance for the Auxiliary. The Treasurer is a member of the Executive Board and the General Board. The Treasurer will serve on the Constitution and Bylaws Review Committee and Budget Committee.

#### **Section 7- Parliamentarian**

The Parliamentarian will ensure that Auxiliary General Membership and General Board and Executive Board meetings are conducted according to proper procedures as outlined

in **Robert's Rules of Order, Newly Revised**. Two organizations that provide excellent guidance are the National Association of Parliamentarians, [nap2@prodigy.net](mailto:nap2@prodigy.net) and The American Institute of Parliamentarians, [aip@aipparlipro.org](mailto:aip@aipparlipro.org). The DCA of Fort Lewis may also be consulted for clarification of DOD and DA policies that may affect decisions. The Parliamentarian shall be able to explain parliamentary points in a simple and understandable manner. The Parliamentarian will advise the President as needed and aid her in the following of the Constitution and Bylaws. The Parliamentarian should be present at the Welfare Committee meeting, serving without vote to advise the Welfare Committee on parliamentary procedure. The Parliamentarian is a member of the Executive Board and General Board and Welfare committee but will serve without vote. The Parliamentarian will be responsible for his/her budget.

### **Section 9- Vacated Offices**

Should the office of President or Recording Secretary be vacated during term of office, the position will be offered to the Vice President and Corresponding Secretary respectively. Should they be unable to assume the office, the remaining elected officers shall nominate a replacement to be voted upon at a special Auxiliary Board meeting. Should the office of Vice President, Corresponding Secretary or Treasurer be vacated during the term of office, the remaining elected officers shall nominate a replacement to be voted upon at a special Auxiliary Board meeting. Should an elected officer vacate their office, they will give written notice to the Executive Board.

## **ARTICLE 3- GENERAL BOARD CHAIRMEN/STANDING COMMITTEES**

**Section 1:** Standing Committees may be created or abolished at the discretion of the President with the approval of the General Board.

**Section 2:** All committee chairs will appoint their own committee members, unless membership on a committee is designated in the Constitution.

**Section 3:** The General Voting Board Chairmen/ Standing Committees and their duties:

- a) **BASKET AUCTION CHAIRMAN:** This chairman (may be co-chaired if desired) will form and supervise a committee for conducting this major fundraiser entered into by the Auxiliary, in order that it might carry out the purpose and objectives set forth in the Constitution, and in compliance with Constitution Article 1 section 2 d) and g), and Article 3 section 1, and Article 9, section 1. Upon completion of the Basket Auction, gross profits and expenses will be submitted to the Treasurer to be incorporated into the Treasurer's records. He/she/they will submit timely updates and final results to the Newsletter Editor for publication to the membership, and a list of donors to the Corresponding Secretary to write thank you letters. Consult with the Madigan Protocol Officer concerning VIP guests and prior to Program booklet publication by Publicity Chair. He/she/they will serve on the Budget Committee. He/she/they will be accountable for the budget.

- b)** **FUNDRAISING CHAIRMAN:** This chairman ( may be co-chaired if desired) will form and supervise a committee that conducts fundraisers, such as, bake sales, ornament sales, scrub cap sales and popcorn sales, for the Auxiliary, inside of Madigan. He/she/they shall also form and supervise a committee that conducts the spring flower sale for the Auxiliary, inside and outside of Madigan, in compliance with Constitution Article 1, section 2, d) and g) and Article 3 section 1, and Article 9 section 1. All funds raised through Fundraising will allow the Auxiliary to carry out the purpose and objectives set forth in the Constitution. Gross profits and expenses will be submitted to the treasurer to be incorporated into the Treasurer's records on completion of each fundraiser. He/she/they will submit timely updates to the newsletter for publication to the membership. He/she/ they will be accountable for the budget.
- c)** **NEWSLETTER EDITOR:** The Newsletter Editor (may be co-chaired if desired) will prepare a monthly newsletter, The Heartbeat , which will include notification of time and place of meetings to the membership, plus any announcements. He/she/they will be responsible for the distribution of the monthly Newsletter as well. He/she/they will be accountable for the budget.
- d)** **PUBLICITY CHAIRMAN:** The Publicity Chairman will arrange for any publicity the Auxiliary General Board considers appropriate, to include all fundraisers. He/she will provide press releases, including photographic coverage, when possible, of Auxiliary activities to news media after clearance by the Madigan Public Affairs Office (PAO). He/she will produce pamphlets promoting the Auxiliary. Produce the Basket Auction Program booklet. He/she will be accountable for the budget.
- e)** **WELFARE CHAIRMAN:** The Welfare Chairman will solicit the community, as defined in the Constitution Article 2, section 2 for requests for money as per established directives. The Welfare Chairman will chair a committee that will be comprised of an uneven number: five to seven members, including the Chair, a Senior Honorary or Honorary member, a general member, preferably the Chairs of the Basket Auction, Fundraising, the Treasurer, and one other General Board member, and the non-voting Parliamentarian. The committee shall review all welfare applications, select to recommend to the General Board for their approval whom shall receive money, recommend the amount to be disbursed to each applicant and notify all applicants of the approval or disapproval of their requests, after Auxiliary General Board votes on Welfare Committee recommendations. This action will occur once a year, in the spring, following the close of the Basket Auction books. They will work with the MAMC coordinator of Letters of Proffer, and the Commanders of DENTAC and Western Region Veterinary Command, to see that the requests follow proper procedure. He/she will attend the Fort Lewis

Scholarship meeting as the HSA liaison representative. He/she will serve on the Budget Committee. He/she will be accountable for the budget.

HOSPITALITY/MEMBERSHIP: The Hospitality/Membership Chairman (may be co-chaired if desired) will form and supervise a committee to ensure the welcome of all newcomers and apprise them of post activities. New members will be introduced at the General Membership meetings and announced at General Board meetings. The Hospitality Chairman will plan and arrange the Welcome Coffee for new members. The Membership Chairman will compile and maintain a complete and accurate membership list, furnishing copies to members of the General Board, and provide the information to the General Membership (usually in booklet form). He/she/they will be accountable for the budget.

f) SPECIAL PROJECTS COORDINATOR: This Chairman (may be co-chaired if desired) will form and supervise a committee to ensure that our special philanthropic activities are carried out. He/she/they will be responsible for finding volunteers to assist in the following activities, to include, but to not be limited to: Heart Pillows, recruiting volunteers who will sew and deliver Heart Pillows to MAMC for distribution; Memory Lane, coordinating this ongoing fundraiser that benefits welfare funds, by creating a brick memorial around the MAMC dining facility patio. The Special Projects Coordinator will be accountable for his/her/their budget.

g) VOLUNTEER COORDINATOR: will ensure that each HSA member is registered as a volunteer with the Family Resource Center, (FRC). The Volunteer Coordinator will keep updated records of each member's volunteer hours with HSA and report to the Volunteer Action Council (herein referred to as VAC) of Fort Lewis on a monthly basis. They will attend the monthly VAC meetings at the Family Resource Center. They will ensure that members are recognized in accordance with the guidelines established by the VAC of Fort Lewis. They will encourage the board to recognize volunteerism. They will also keep updated records of volunteer lists for bake sales, flower sales, auction preparation, Fisher House participation and offer them to those chairmen in need of volunteers. They will also make sure that HSA has nominated at least one volunteer of the year for Fort Lewis.

h) MAMC FAMILY READINESS GROUP CHAIRMAN: will serve as a representative between Madigan's Troop Command FRG and the Health Service's Auxiliary to facilitate the communication of activities, needs, deployments, re-deployments of all Madigan's Officer, NCO and Enlisted soldiers and their families.

#### **ARTICLE 4- NON-VOTING BOARD/LIAISONS**

**Section 1:** Liaisons may be created or abolished at the direction of the President with approval of the General Board.

**Section 2:** Non-voting/Liaison board members shall serve without vote. They shall representative of HSA in the Fort Lewis community and submit a report to the President. They are not required to attend General Board meetings.

**Section 3:** The Non-Voting/ Liaisons and their duties:

- a) **ACTIVE DUTY REPRESENTATIVE:** appointed by the President of the Auxiliary and will serve as a liaison between active duty officers, NCO and Enlisted and the Auxiliary, encouraging membership within all ranks of active duty members on Fort Lewis.
- b) **HISTORIAN:** The Historian will present the Auxiliary with a scrapbook of the year in review for the archives. The April activity is the last entry for the scrapbook in a given year. The scrapbook is to be presented no later than the May Installation Luncheon, completed and ready to turn over to the incoming new board and all supplies, pictures, etc. purchased by HSA shall be turned over at that time. The Historian will also present a scrapbook of the year in review for the President at the Installation Luncheon. He/she will be accountable for the budget.
- c) **FISHER HOUSE LIAISON:** The Fisher House Liaison will serve as a liaison between the Fisher House and the Auxiliary. He/she will coordinate between the Fisher House Director and the Auxiliary and other post groups that wish to donate meals or other services. He/she will maintain regular contact with the director and report on needs of the Fisher House. He/she will submit a monthly report for publication in the Newsletter and be accountable for the budget.
- d) **OFFICERS SPOUSES CLUB LIAISON:** The OSC Liaison will act as a liaison between the Auxiliary and the Officers Spouses Club of Fort Lewis. He/she is responsible for submitting our meeting dates and times, as well as our yearly programs in a timely manner to the OSC.
- e) **ENLISTED SPOUSES CLUB LIAISON:** The ESC Liaison will act as a liaison between the Auxiliary and the Enlisted Spouses Club of Fort Lewis. He/she are responsible for submitting our meeting dates and times, as well as our yearly programs in a timely manner to the ESC.
- f) **RED CROSS LIAISON:** The Red Cross Liaison will attend all Red Cross meetings, encourage Auxiliary members to volunteer, and report to the Auxiliary Board on the operational changes and needs of the Red Cross. He/she will submit timely updates to the Newsletter for publication to the membership.

## **ARTICLE 5-OPERATING PROCEDURES**



**Section 1-** The President will have the authority to direct a vote by telephone and/or email of the voting members of the Auxiliary Board in the event of the requirement of an immediate decision of such urgency as to preclude a board meeting. A quorum (50%) of the voting members must be polled. A two-thirds (2/3) majority of those polled must be rendered to reach a decision. The telephonic votes are to be administered solely by the Recording Secretary. Each voting member must be informed that this is a voting procedure and must be read the motion under consideration in its complete form. The polling will be conducted with dispatch. All telephonic and/or email votes are to be reflected in the minutes as stipulated in Article 2, Section 4 or the Bylaws. The minutes will include the exact working of the main motion, the names of those voting members who could not be contacted and an exact accounting of how the vote went.

**Section 2- A completed After Action Report shall be provided to the outgoing President by May 1 for review. The President shall turn these over to the Recording Secretary at the May Joint General Board Meeting. All outgoing Officers, Voting Board and Liaisons shall submit copies of written reports to include an itemizing of all monies spent. One copy shall be for the incoming President, one copy for Outgoing President, one copy for each Senior Honorary Advisor and Honorary Advisors.**

**Section 3-** New monies derived from membership dues will be added to the Operating Fund of the Auxiliary. New proceeds from the Fundraising activities will be added to the Ways and Means Fund. Once a year, after the last fundraiser, these monies will be transferred to the Welfare Fund for disbursement.

**Section 4-** Membership dues will be set by the new board at the first meeting of the new year.

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End of Document

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These Bylaws supersede all previous and /or updated versions of the Health Services Auxiliary Bylaws, having been approved by the general membership on February 21, 2004.

